



DEPARTMENT OF THE NAVY

United States Naval Support Activity

Human Resources Office, Naples

La Maddalena Branch

PSC816

FPO AE 09612-0059

VACANCY ANNOUNCEMENT: 009-06/OR

OPENING DATE: Jan 1, 2006

CLOSING DATE: Dec 31, 2006

POSITION: Recreation Aid, NF-0189-01 (Youth Activities)

SALARY: \$ 5.15 - \$ 13.42 per hour

LOCATION: U.S. Naval Support Activity

MWR-Youth Activities

La Maddalena, Sardinia, Italy

WORK SCHEDULE: Flexible

AREA OF CONSIDERATION:

Appointable U.S. citizens residing in the La Maddalena and Northern Sardinia area. Applicants will be considered in priority order in accordance with governing regulations concerning Spouse, Veteran and Other Dependent preference. Non-Dependent and Non-Veterans will be considered only in the absence of qualified Dependents or Veterans.

DUTIES:

Plans, organizes and implements structured and unstructured activities for pre-school and school age children which would meet their social and recreational needs. Also, ensures their safety and well being. Provides information to patrons about offered programs and upcoming events. Assists in overall publicity campaigns to promote specific programs. Prepares facility for scheduled activities, assembles and sets up decorations, assists in preparing and serving refreshments, ensures that program specifics are carried out and ensures that patrons observe safety rules and program regulations. May serve as a chaperone or bus driver for field trips. Accepts reservations and payments for classes and organized programs. May collect fees and reconcile cash receipts. Assists in ensuring that facility and grounds used are properly cared for and that all physical security requirements are met.

QUALIFICATION REQUIREMENTS:

Six (6) months of general experience, which demonstrates the applicant's ability to perform the work of this position or one (1) year education above high school with course(s) related to the occupation. Incumbent must be able to obtain a security clearance.

HOW TO APPLY:

Applications packages can be picked up at the Human Resources Office Monday through Friday from 8:00 to 15:30.

**PLEASE SEE THE VACANCY ANNOUNCEMENT COVERSHEET TO SEE HOW TO APPLY
AND REQUIRED DOCUMENTS.**

DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER

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